

**WINCHESTER PARKING AUTHORITY**  
**April 23, 2015**

**MEMBERS PRESENT:** Dick Helm, Kim Burke, Mike Miller, Howard Manheimer & David Dillard

**OTHERS PRESENT:** Samantha Anderson, Teresa Couch, Eden Freeman, Jennifer Bell & Derek Gomes

---

**I. CALL TO ORDER**

Chairman Helm called the meeting to order at 7:30 a.m. at which time it was determined a quorum was present.

**II. REVIEW OF MARCH 2015 MEETING MINUTES**

The minutes were submitted by Chairman Helm and, without objection, were unanimously approved.

**III. REVENUE REPORT FOR MARCH 2015 (Quarterly)**

Miller reported that the grand revenue total for March 2015 was \$79,161, an increase of \$5,999 or 8% in comparison to March 2014. Total hourly revenue for March 2015 was \$21,548, an increase of \$1,410 or 7% in comparison to March 2014. Rent revenue for March 2015 was \$37,056, an increase of \$5,025 or 16% in comparison to March 2014. Total meter and fine revenue for March 2015 was \$19,079, a decrease of \$101 or -1% in comparison to March 2014. There was no miscellaneous revenue to report for March 2015. Validation coupon revenue for March 2015 was \$1,478, a decrease of \$335. Total hourly parking tickets for March 2015 was 12,459 showing an increase of 3,332 tickets in comparison to the previous month. At the end of March 2015, there were 931 spaces or 67% of total utilization of spaces being rented at all four parking garages with a total of 469 spaces available for rent. Of the 469 spaces available for rent, 265 spaces were located on the roof and 204 spaces were located undercover. At the end of March 2015, the total revenue for FY 2015 thus far was \$812,548 or 8% in comparison to the previous year.

Miller reported that the total revenue for the third quarter of 2015 was \$273,331, an increase of \$24,096 or 10% in comparison to the third quarter of 2014. Total meter and fine revenue for the third quarter of 2015 was \$66,440, an increase of \$10,354 or 18% in comparison to the third quarter of 2014. Total hourly revenue for the third quarter of 2015 was \$61,625, an increase of \$11,486 or 23% in comparison to the third quarter of 2014. Total rent revenue for the third quarter of 2015 was \$142,103, an increase of \$2,042 or 1% in comparison to the third quarter of 2014. There was no miscellaneous revenue to report for the third quarter of 2015. Total validation coupon revenue for the third quarter of 2015 was \$3,163, an increase of \$214 or 7% in comparison to the third quarter of 2014.

Helm noted that it was good to see revenues at around 7 to 8%. Miller added that overall revenues were continuing to move forward in the right direction.

#### **IV. EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2015**

Anderson reported the following:

- Apple Blossom Items:
  - Reserved parking tickets went on sale April 1, 2015 and will continue until April 30, 2015. Tickets cost \$15 each for both Friday and Saturday of the festival. Thus far WPA has sold 105 tickets.
  - Hable and Palace Lots will be closed Friday April 24, 2015 and Saturday April 25, 2015 to provide Wine Fest vendor parking.
  - All WPA managed parking lots will be closed either Thursday April 30, 2015 or Friday May 1, 2015 for the SABF. Signage will be placed in advance notifying the public of the pending lot closures.
- Maintenance Items:
  - Loudoun Autopark: Preparing to begin maintenance work plan that was submitted as part of a previous strategic plan initiative in which Loudoun Autopark was the last garage scheduled to be completed. Power washing of the stairwells has begun as part of preparations for painting the stairwells and handrails. Elevator flooring is to be replaced. Parking lines on the second floor and lintels are scheduled to be painted as well.
  - Braddock Autopark: Completed painting of the stairwell (Braddock St. side). Indian Alley stairwell painting was completed last year. The communications room houses the main water supply shut off valves to the garages restrooms and storage rooms therefore; it is essential to have a reliable heating source in the room to protect the pipes and equipment during the winter months. The heater currently in the communications room is 23 years old, outdated and producing little heat. The heater is scheduled to be replaced with a heater that will be removed from Loudoun Autopark's third floor storage room.
  - George Washington Autopark: Repair caulking as needed. Light on 5<sup>th</sup> level has water infiltration and it was necessary for the lighting cover to be removed until repairs are conducted. Landscaping areas around the garage have been cleaned up and maintained.
  - Court Square Autopark: Landscaping areas around the garage have been cleaned up and maintained with the removal of leaves, broken branches and trimming of flowers as needed. Mulching of the landscaping areas is scheduled to be completed before SABF. At the



beginning of the new fiscal year (July 2015), it will be necessary to install new baseboard heaters in the communications room in order to protect the pipes and equipment during the winter months. Currently, the heaters are very old and not producing enough heat to prevent freezing of water pipes.

- Parking Lots: Autopark, Hable and Palace Lots have been swept. The Autopark Lot bushes have been trimmed and parking lines have been repainted. It has been scheduled to have the Cork Lot swept and bushes trimmed when the Discovery Museum is closed on Monday April 27, 2015 in preparation for SABF. Handicap space on the Cork Lot will be stenciled as well due to paint fading.
- Other Items:
  - Court Square Autopark basement storage door was vandalized and our new Apple Blossom banner was stolen that was hanging on the building facing Cameron Street. The cameras in the basement were also repositioned upwards to hinder video viewing. Police have been notified and additional patrols have been added to assist in monitoring the garage.
  - Plan to reinstall the double head meter on Boscawen St. this week in front of Church as construction has been delayed due to pending power line work. Helm added that the spaces at the church are in high parking demand and very important for public use.
  - CWI is on site during the week of April 20, 2015 and April 27, 2015 to complete the punch list of items and to close out the construction project. CWI will only be working Tuesday thru Thursday the week of the SABF.
  - GMC Jimmy and Dodge truck have parts that will need to be replaced. WPA will purchase the parts and do repairs in house.

Anderson informed the Authority that Shenandoah University has contacted WPA and have asked about the possibility of mounting lighting onto the side of Court Square Autopark facing their parking lot in order to provide additional safety and security measures for individuals who use their parking lot. Helm stated that WPA has asked for specifics concerning the type of lighting to be used and mounting procedures and is awaiting a response. Helm added that WPA has previously allowed for a similar situation to occur at Loudoun Autopark without any formal agreements being put into place.

At this time Chairman Helm requested that the meeting agenda be amended to include a request from Full Circle Marketing to be inserted as the fourth item to be addressed under new business.

## **V. OLD BUSINESS**

### **1. Global Parking Discussion Update**

Burke informed the Authority that the purchase of additional digital meters would be tabled indefinitely due to the probable denial of request for funding assistance by Council.

### **2. Budget Update Request FY 2016**

Helm informed the Authority that the request for additional funding presented to Council by WPA in the amount of \$85,000 would probably be denied (suggestion made by Finance Dept.). Helm added that Anderson has compiled and presented a list of budgetary items for the Authority to review for the FY 2016. Miller inquired as to when was the last time the Authority submitted a request to Council for additional funding. Helm replied that last year the Authority requested and received funding from Council to implement and complete the garage renovations construction project.

Helm explained that the budgetary list for FY 2016 included capital maintenance carried over from the previous fiscal year. Helm added that additional maintenance items have been added and the Authority may again have to submit a request to Council for funding. Helm asked that the Authority address the current budgetary situation including the loss of the \$85,000 in additional funding that was previously anticipated. Helm noted that the Authority is required to purchase and upgrade the Build 19 licensing for credit card acceptance in order to meet the new standards of federal government compliance regulations therefore; this cannot be removed from the budget proposal.

Manheimer asked that it be clarified that the \$85,000 in additional funding would not be available. Freeman clarified that the \$85,000 funding request itself has not yet been submitted to Council; however, there is not enough space in the City's budget to accommodate the request for this amount of money. Freeman added that it is possible that funds previously allocated for the IT department may become available for the Authority to assist with obtaining the Build 19 license upgrade.

Burke suggested that the purchase of additional digital parking meters be removed from the budget and the Authority could manage with what meters it currently operates. Helm suggested that the equipment purchases be curtailed and monies allocated for capital maintenance would have to cover for what items are remaining on the list. Helm added that the Authority will need to purchase few additional meters due to recent meter failures and those meters will be programmed to charge the maximum rate. Anderson noted that it was the intention for the revenues generated from the placement of the additional digital meters to be used towards funding the capital maintenance. Anderson suggested that another option to consider would be to purchase the additional meters and forgo the capital maintenance for another year. The additional meters would produce additional



revenues. Burke suggested that the money be split in half and allocated half towards meter purchase and the other half towards capital maintenance. Anderson added that it would need to be determined what areas would generate the most revenues and place the additional meters accordingly. Dillard agreed that the Authority would need to place the new meters in the most heavily used areas of the city. Helm suggested that the Authority allocate \$20,000 towards the purchase of digital meters and \$60,000 towards capital maintenance which should be within the budgetary constraints. Helm added that the Authority be very mindful where to install the few digital meters it will be able to purchase in order to gain the maximum revenue generating benefit. Helm asked that Anderson finalize the budgetary details and the Authority would be expected to vote on this at next month's meeting.

## **VI. NEW BUSINESS**

### **1. First Night Winchester Request**

Helm reminded the Authority that First Night Winchester has again requested as it has many times before that the Authority allow the fireworks display to be launched from the roof of Court Square Autopark. Helm informed the Authority that First Night Winchester is planning to conduct a formal presentation on this subject at the next monthly meeting. Helm added that he has consulted the Fire Department on safety issues regarding this item. The Fire Department stated that in order for the fireworks to be launched, First Night Winchester would need to prove that it can be done safely from the roof. The Fire Department would also require that prior to and during the fireworks display the garage would need to be completely locked down; people evacuated within a certain distance of the garage, and require complete closure of the entire roof deck. Helm stated that the Authority will need to be prepared to address this issue at a future date.

### **2. Braddock Autopark Restroom MOU**

Helm informed the Authority that the MOU for the restrooms has been completed. Helm reminded the Authority that its position is that if it does not impact the WPA in any way it would be approved otherwise it would be revoked. Since this was last discussed, additional items have been added such as pathway maintenance inside Braddock Autopark to be managed by the City and assurance from Freeman that an attendant be present during the events that the restrooms would be opened for public use. Helm stated that overall this agreement was beneficial for the Authority.

Freeman reminded the Authority that the restrooms would only be open to the public during City conducted events. Manheimer indicated that a prior notice was not given to the Authority as to when the restrooms would be opened for use. Anderson stated that a notice has been added to the revised draft. Manheimer also requested that for consistency purposes it be added to all paragraphs that the City would be solely responsible for everything involved with reopening the restrooms including costs and maintenance. Freeman assured that this request can be incorporated into the agreement. Freeman stated that for information purposes, she wanted to inform the Authority that it would cost the City a little less than \$11,000 to get the restrooms into working order. Helm noted that other City departments are currently using the storage rooms located in the garages for



housing equipment, etc. especially at the Braddock Autopark and asked Freeman if it would be possible to incorporate a storage room agreement additionally with the bathroom agreement. Freeman stated that she would have no problems addressing this item. Bell added that Old Town Maintenance does use the storage rooms inside of Braddock Autopark and that Old Town Winchester would need use of the space as well for the farmers market and other future events. Helm stated that the Authority and the City would find a way to address this item.

On motion duly made by Miller and seconded by Manheimer, the Authority approved the Memorandum of Understanding between the Authority and the City of Winchester for use of the Braddock Autopark restrooms during City sponsored events only.

### **3. Rockin Independence Eve Discussion**

Anderson informed the Authority that last year the Winchester Sheriff's Office Explorer program operated the lanes in the garages and collected fees (\$5) accordingly during the Independence Eve event and it worked very well. The Winchester Sheriff's Office would like to partner with the Authority and Anderson asked for the Authority's approval for this year's event. Helm added that the arrangement did work well for both the Authority and the Sheriff's Office Explorer program. Helm noted that the Sheriff Department did monitor the roofs as requested by the Authority.

On motion duly made by Burke and seconded by Miller, the Authority approved the request for the Winchester Sheriff's Office Explorer program to staff the garages and collect (\$5) fees during the Rockin Independence Eve event.

### **4. Full Circle Marketing Request**

Full Circle Marketing submitted a request for use of the first four parking spaces closest to the pedestrian mall located on the Hable Lot during City sponsored special events. Helm asked how the Authority charged for this request last year. Anderson stated that the Authority charged the meter rate for use of the spaces which came to a total of \$6.75 per space per event for a complete total of \$189.

On motion duly made by Manheimer and seconded by Miller, the Authority approved the request from Full Circle Marketing for use of the first four spaces on the Hable Lot closest to the pedestrian mall for a fee of \$6.75 per space per event for a grand total of \$189 during City sponsored special events.

At this time, Helm provided the Authority with an update on the Cork Lot discussions pertaining to the Discovery Museum. Helm stated that reconfigurations up for review include the addition of a safety patterned pedestrian crossing with a bump installation. Dillard asked if the proposed changes to be made concerning the lot was due to safety concerns for the children who will visit the museum to which Helm replied yes. Miller asked if this reconfiguration would close off the entrance to the lot to which Helm replied that it would not. Helm stated the Authority will only lose one metered space on the lot if the proposed changes are implemented. Helm added that the Authority will need to find a place to relocate the

metered space lost on Cork Lot otherwise, it will have to report the loss to the bond company. Helm advised the Authority that it does not have an influence on any decisions that are made concerning potential changes to the Cork Lot with reference to the Discovery Museum therefore; the Authority will just need to wait for the final outcome.

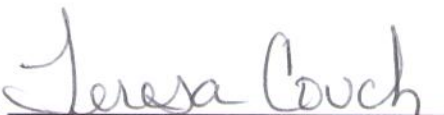
## **VII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:11 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday June 25, 2015 at 7:30 a.m. in the Conference Room at the Winchester Parking Authority Main Office located in the George Washington Autopark.

Respectfully submitted,

Teresa Couch  
Secretary

Minutes Approved:

A handwritten signature in cursive script that reads "Teresa Couch". The signature is written in dark ink and is positioned over a horizontal line.